Meeting of the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction

29 November 2017

Original: English

Sixteenth Meeting
Vienna, 18-21 December 2017
Item 11(b) (i) of the provisional agenda
Consideration of the general status and operation of the Convention
Implementation Support
Report on the activities, functioning and finances of the ISU and presentation of a work plan and a budget for the 2018 activities of the ISU

Implementation Support Unit 2018 Budget and Work Plan

Submitted by the ISU Director

I. Introduction

1. The following budget and activities are to be read in conjunction with the ISU's four year work plan and budget covering the period of 2016-2019 and the decision of the Fourteenth Meeting of States Parties (14MSP) on strengthening financial governance and transparency within the ISU.

II. 2018 Anti-Personnel Mine Ban Convention ISU Budget

Staff costs

2. The 2018 budget is intended to cover the salaries and related social costs of 2.6 full-time-equivalent staff positions. These positions include one full-time director and two professional officers (totalling 2.6 full-time-equivalent staff).

3. In addition to these staff positions, through "enhanced support", the ISU will engage a Professional Officer in order to provide increased support on Victim Assistance, as envisioned in the four year work plan.

Travel costs

4. The 2018 budget is intended to cover the costs of and estimated sixteen (16) missions by ISU staff, in total including eleven (11) missions for mine clearance support, four (4) missions for the purpose of liaison and / or participating in conferences or similar events that relate to matters concerning the implementation of the Convention, and one (1) mission concerning preparations for the Fourth Review Conference. As a rule, staff travel is in economy class.

Communication, public relations and other implementation support costs

5. Other implementation support costs include matters such as room rentals for committee meetings (when conference options are not available), catering for lunch-time meetings, working translations of requests for extended mine clearance deadlines and Article 7 reports, when required, publications, communications and staff training, etc.

Please recycle

Financial Security Buffer

6. At the time of drafting this work plan and budget, the financial security buffer contains a total of CHF 609'961. This amount is composed of contributions from States Parties earmarked to the financial security buffer totalling CHF 384'521 as well as the surplus funding from the ISU's 2016 budget totalling CHF 225'440 which was, in accordance with the 14MSP decision, provisionally placed in the financial security buffer until a decision on how to apportion the surplus is taken at the 16MSP.

7. According to the 14MSP decision, the financial security buffer is to contain an amount equivalent to one year of ISU expenditures related to core support in order to guarantee the basic operation of the ISU for any foreseeable year. For 2018, the core support amount is CHF 502'762, leaving CHF 107,199 for enhanced support activities subject to the decision of the States Parties at the 16MSP.

III. Extra-budgetary activities

8. On 4 August 2017, the European Council adopted a Decision in support of the implementation of the Maputo Action Plan for the Implementation of the 1997 Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction with the ISU selected as the Implementing Agent. The Council Decision includes activities to support States Parties in the implementation of the aims of the Convention including in the areas of universalization, victim assistance, mine clearance, and stockpile destruction. The Council Decision was subsequently endorsed by the Coordinating Committee of the Convention.

9. The Council Decision includes funding for additional human resources to support the activities foreseen in the decision to ensure alignment with the decision of the 14MSP, in particular the matter concerning "extra-budgetary tasks".

10. The Council Decision will be carried out over a three-year period and has a total budget of 2'303'274.47 EUR to cover the cost of activities and additional personnel. In addition to the costs for activities and personnel, the Council Decision includes funding in the amount totalling 79'478 EUR to offset the estimated time spent by ISU staff members related to activities of the project over the three year period.

IV. GICHD support to the ISU

11. Costs for infrastructure, logistics and administrative services in support of the ISU (i.e., office rent and supplies, information technology and telecommunications, website management, travel services, human resources management, insurance, financial management, and contract and document management), are not included in this budget. These costs are covered by the GICHD general budget, on the basis of funds provided by Switzerland. The value of this support is estimated at approximately CHF 239'000 in 2018. The estimated value of these activities is a result of monitoring by the GICHD of actual levels of support provided.

12. While costs associated with providing substantive support to the Presidency and Committees in preparing the two day intersessional meetings are covered by the ISU budget, costs totalling CHF 90'000 related to facility rental, interpretation (Arabic, English, French, Russian and Spanish) and conference management concerning the intersessional meetings are covered by the GICHD budget, again on the basis of funds provided by Switzerland.

13. The GICHD will also provide general administrative support to the ISU (in line with the normal level of administrative services provided to the ISU) relating to the implementation of the European Union Council decision of 4 August 2017. The support of the GICHD will be partly compensated at the end of the agreement in 2020 by the Council Decision.

14. While costs associated with providing strategic direction to the Sponsorship Programme are covered by the ISU budget, costs related to the administration of the Sponsorship Programme, including travel and accommodation services as well as reporting and auditing are covered by the GICHD, again on the basis of funds provided by Switzerland. The value of these costs is projected to be CHF 15,000 in 2018.

15. A portion of ISU staff time is also consumed in providing value-added to the GICHD (which is not discounted from the GICHD's extrapolation of costs associated with hosting the ISU). The intended results of activities in this area include that the GICHD's support activities are enhanced through the contribution of ISU expertise.

V. ISU 2018 Budget – Core Support

2018 ISU BUDGET	
Salaries[1]	CHF 375'388
Social Costs	CHF 75'374
Subtotal staff costs	CHF 450'762
Staff travel	CHF 32'000
Communication, translation, public relations and other support costs	CHF 20'000
Subtotal travel and other support	CHF 52'000
Total	CHF 502'762

1 Taking as a benchmark the salary scales of similar Secretariats while recognizing the need to ensure the long term financial sustainability of the ISU, the budget includes a modest 1.5% increase in salaries based on inflation and seniority, as approved by the Coordinating Committee, in line with the decision of the Fourteenth Meeting of the States Parties.

VI. ISU 2018 Budget – Enhanced Support

16. The amount of funding available for enhanced support in 2018 totals CHF 107,199.

2018 ISU BUDGET	
Salaries	CHF 81'089
Social Costs	CHF 13'785
Subtotal position cost	CHF 94'874
Activities related to Enhanced support	CHF12'325
Total	CHF 107'199

VII. Objectives and targets – core and enhanced support

	Activities	*Outputs*	*Outcomes*	*Impact*
Support to the Convention's Committees and the President	The ISU will prepare for, support and follow-up on ~10 meetings of the Coordinating Committee, 10-15 meetings of the Committee on Article 5 Implementation, 6-10 meetings of the Committee on Cooperative Compliance, 6-10 meetings of the Committee on Victim Assistance, and 6-10 meetings of the Committee on the Enhancement of Cooperation and Assistance.	Up to 50 Committee meetings have been supported.	The Coordinating, Article 5 Implementation, Cooperative Compliance, Victim Assistance and Cooperation and Assistance Committees, and the Convention's President, perform in a manner that is to the satisfaction of the States Parties.	The implementation of the Convention has been enhanced.
		Up to three special initiatives of Committees / Chairs are undertaken.		Implementation of the Maputo Action Plan is advanced.
	The ISU will, in eight instances, assist Committees in the preparation of "preliminary observations, "conclusions" and "observations and recommendations".	"Preliminary observations, "conclusions" and / or "observations and recommendations", as relevant, have been presented by Committees at intersessional meetings and at the Seventeenth Meeting of States Parties.		
	The ISU will, on three occasions, support Committees / Committee Chairs that / who wish to undertake special initiatives (e.g., panel discussions, symposiums, etc.) to promote implementation.			
	The ISU will provide to the President advice on any issue related to the pursuit of the Convention's aims that the President may need to be advised on.	The President has received the information and advice necessary to carry out his/her functions.		
	The ISU will support the Committee on the Enhancement of Cooperation and Assistance in its objective to maintain the *Platform for Partnerships* as well as its functioning.	The *Platform for Partnerships* information exchange tool has been maintained.		

	Activities	*Outputs*	*Outcomes*	*Impact*
Support to the Convention's meetings	The ISU will provide the President with advice and support necessary to prepare for the Seventeenth Meeting of the States Parties.	The President has received the advice and support necessary for a successful 17MSP and Pledging Conference	Intersessional meetings, the Meeting of the States Parties and the Pledging Conference are substantively and organisationally successful.	The implementation of the Convention has been enhanced.
	The ISU will provide the President with advice and support necessary to prepare for the 2018 Pledging Conference.			The meetings take place in a format which advances the aims of the Maputo Action Plan.
	The ISU will provide advice and support to the presumed host and Presidency of the Fourth Review Conference in order to ensure that preparations proceed in a timely manner. This may include 1 planning mission by 2 ISU staff members.	The Fourth Review Conference President / host has received the advice and support necessary to ensure that sound preparations are underway. This will include the groundwork for the development of the Action Plan.		
	The ISU will provide advice and support required by the President and the Coordinating Committee for successful intersessional meetings.	The President and Coordinating Committee have received advice and support necessary to ensure successful intersessional meetings.		

	Activities	*Outputs*	*Outcomes*	*Impact*
Victim assistance support	The ISU will support the Committee on Victim Assistance's efforts to provide each "State Party with mine victims in areas under its jurisdiction or control" with advice on reporting and acting on the victim assistance commitments contained in the Maputo Action Plan. This effort will be further supported through "enhanced support" by:	The Committee receives the necessary information and support to provide advice and support to States Parties with mine victims in areas under their jurisdiction or control to enable them to report on the victim assistance commitments contained in the Maputo Action Plan.	Each State Party with mine victims in areas under its jurisdiction or control has reported on the implementation of its victim assistance commitments contained in the Maputo Action Plan.	Progress has been made towards the full participation of mine victims in all spheres of their societies on a basis equal to others. Increased support is provided to States Parties which sees a more effective implementation of the victim assistance commitments of the Maputo Action Plan.
	Increasing research on efforts made by States Parties to implement victim assistance and disability activities relevant to the work of the Convention in order to support enhanced support activities;	States Parties receive enhanced support and advice on acting on the victim assistance commitments contained in the Maputo Action Plan.	The Committee on Victim Assistance and relevant organisations have an increased sense of how to best cooperate to meet the objectives of the Maputo Action Plan.	
	Increasing one-on-one engagement with States Parties having reported a significant number of landmine survivors to ensure, amongst other things, awareness of the tools that have been developed by the States Parties to support Victim Assistance efforts;	The Committee receives information on the status of victim assistance activities in States Parties.		
	Provide in-country support to individual States Parties including in their efforts of integrating victim assistance into broader domains by, for example, facilitating stakeholder dialogues. The ISU will also support the Committee on activities carried out by the Committee in cooperation with relevant organisations working in the area of disability and human rights in Geneva. The ISU will provide support to the Committee in its collaboration with victim assistance actors of other disarmament instruments as well as with Committee on the Rights of Persons with Disabilities (CRPD) and the Special Rapporteur on the Rights of Persons with Disabilities for the elaboration of policies and recommendations for States Parties and to improve the Convention Machinery.	The Committee receives the necessary information and support in its effort to increase its cooperation with victim assistance actors of other disarmament instruments and organizations working in the area of disability and human rights in Geneva.		

	Activities	*Outputs*	*Outcomes*	*Impact*
Mine clearance support	The ISU will provide to each of the 31 States Parties that have been requestedby Meetings of States Parties / Review Conferences to act upon decisions pertaining to the implementation of Article 5, advice and support to enable them to act on these decisions fulfil their completion plans and implement their commitments. To each of the 15 States Parties with Article 5 deadlines in 2019 and 2020, the ISU will additionally provide advice and support to prepare and table a declaration of completion or, in case the State Party cannot do otherwise, to prepare and submit, on time, an extension request. The ISU stands ready to carry out an estimated 11 missions to respond to requests of States Parties that are in the process of implementing Article 5 to offer more in-depth advisory services in acting upon decisions pertaining to the implementation of Article 5 either in preparing and tabling a declaration of completion or, in case a State Party cannot do otherwise, in preparing an Article 5 extension request.	The 31 States Parties that have been requested by Meetings of the States Parties / Review Conferences to act upon decisions pertaining to their implementation of Article 5 have received sufficient advice and support to enable them to act on these decisions. The 15 States Parties with Article 5 deadlines in 2019 and 2020 and other relevant States Parties and have received advice and support to either prepare and submit, on time, an extension request, or prepare and table a declaration of completion.	The 31 States Parties that have been requested by Meetings of States Parties / Review Conferences to act upon decisions pertaining to their implementation of Article 5 act as requested. High quality declarations of completion have been tabled or high quality requests for extensions are submitted by all relevant States Parties.	Progress has been made in the implementation of Article 5. Increased support is provided to States Parties which see a more effective implementation of the mine clearance commitments of the Maputo Action Plan.

	Activities	*Outputs*	*Outcomes*	*Impact*
Support in fulfilling the President's mandate	Support the President with the implementation of its mandate concerning Article 4 of the Convention, if requested, and concerning each State Party that reports previously unknown stockpiles. If requested, support the States Parties with outstanding Article 4 obligations or that discover previously unknown stockpiles with reporting on the implementation of Article 4. Support the President with the implementation of its mandate concerning universalization. In particular, support the President in coordinating meetings of the informal universalization working group of the Convention and any other matter concerning the President's universalization mandate, as requested. Support the President with the implementation of its mandate concerning Article 7 of the Convention. The ISU will provide advice and support required by the President to mobilize resources in support of the Convention's ISU and Sponsorship Programme.	Each State Party in the process of implementing Article 4, if it has requested, and each State Party that has reported previously unknown stockpiles, has received sufficient and advice and support to act on commitments contained in the Maputo Action Plan. The President has the desired support to act on its mandate including on reporting on the status of implementation of Article 4. The President receives the necessary information and support to ensure a successful Pledging Conference.	Each State Party in the process of implementing Article 4 and each State Party that has reported previously unknown stockpiles has acted on the stockpile destruction commitments contained in the Maputo Action Plan. Each contributing State Party has made their contribution to the ISU and Sponsorship Programme.	Progress has been made in the implementation of Article 4. Increased and more effective implementation of the stockpile destruction commitments of the Maputo Action Plan. Progress has been made towards universalization of the Convention and implementation of the universalization commitments of the Maputo Action Plan. There is greater predictability of funding to be provided to the ISU.

	Activities	*Outputs*	*Outcomes*	*Impact*
Support for other matters	The ISU will provide advice to all States Parties to assist them in acting on their transparency obligations under Article 7 of the Convention and transparency commitments in the Maputo Action Plan.	Each State Party has received information it requires to act on its transparency obligations under Article 7 of the Convention and transparency commitments in the Maputo Action Plan.	States Parties have acted on their transparency obligations under Article 7 of the Convention and transparency commitments in the Maputo Action Plan.	Improvements have been made in the quantity and quality of transparency information provided. Greater clarity on the status of implementation of the Convention has been obtained.
Support for the Sponsorship Programme	The ISU will develop strategic plans for the Coordinator of the Sponsorship Programme for the intersessional meetings and the 17MSP to sponsor up to 40 persons total depending on the availability of funds and act on the decisions of the Sponsorship Programme's Donors' Group.	The Sponsorship Programme Donors' Group and its Coordinator have the information and advice necessary to take decisions on sponsorship.	Two sponsorship programmes are administered (intersessional meetings and Meeting of the States Parties)	Participation in the work of the Convention is enhanced, especially by ensuring the representation of relevant experts from States Parties with key obligations still to fulfil.

	Activities	*Outputs*	*Outcomes*	*Impact*
Communications, liaison and record keeping	The ISU will convene and / or participate in liaison meetings with the ICBL, ICRC, UN, GICHD and other relevant actors that participate in the work of the Convention.	Relationships with partners have been maintained and, as relevant, new relationships have been formed.	Support provided to States Parties has been enhanced.	The public profile of the Convention is enhanced.
	The ISU will liaise more in-depth with actors that participate in the work of the Convention and will communicate to wider audiences about the Convention, including by participating in activities in Geneva and abroad. The ISU will carry out up to 4 missions for the purpose of liaison and / or participating in conferences or similar events that relate to matters concerning the implementation of the Convention	States Parties' representatives and other organisations and entities have become more knowledgeable about the Convention.	The Convention has been made more visible in the public domain and the public has an increased opportunity for the work of the Convention.	The pursuit of the Convention's aims is enhanced.
		Delegations have been well informed about the outcomes of the Convention's meetings.	Representatives of States Parties have the documentation needed to efficiently carry out their work as concerns the Convention.	
	The ISU will lead seminars or provide training on understanding the Convention and its operations.	A wider audience beyond the *Convention community* has been made aware of the progress made by the Convention and of the challenges that remain.		
	The ISU will increase the Convention's presence on social media platforms and increase the frequency of updates to the home page on the Convention's website.			
	The ISU will maintain and enhance the Convention's Documentation Centre and communicate, as appropriate, the decisions and priorities resulting from the Convention's meetings.	Information on the Convention and its implementation has been made readily accessible to States Parties and other interested actors.		
	The ISU will respond to inquiries from States Parties and inquiries from other actors regarding matters pertaining to the Convention.			